



State of Tennessee
Tennessee Department of Commerce and Insurance
Real Estate Appraiser Commission
500 James Robertson Parkway, Suite 620
Nashville, TN 37243-1166
(615) 741-1831

LICENSURE AND CERTIFICATION APPLICATION
REAL ESTATE APPRAISER
(TYPE OR PRINT IN INK)

- ☐ Licensed Appraiser
☐ Certified Residential Appraiser
☐ Certified General Appraiser
☐ Reciprocal

FOR COMMISSION USE ONLY

STAFF REVIEW	_____	DATE LICENSED	_____	NEW APPLICANT	_____
EDUCATION	_____	LICENSE NO.	_____	UPGRADE	_____
EXPERIENCE	_____	DATE CERTIFIED	_____	PREVIOUS LICENSE NO.	_____
FINAL APPROVAL	_____	CERTIFICATION NO.	_____		

APPLICANT INFORMATION

SOCIAL SECURITY NUMBER -

BIRTHDATE --
M M D D Y Y

Mr. ☐

NAME OF APPLICANT Mr. ☐

FIRST NAME FULL MIDDLE NAME LAST NAME OTHER NAME (IF ANY)

RESIDENTIAL ADDRESS:

STREET ADDRESS (REQUIRED) APARTMENT NUMBER

POST OFFICE BOX CITY, STATE, ZIP (FOR PO BOX)

CITY, STATE, ZIP

COUNTY

HOME TELEPHONE

BUSINESS ADDRESS:

BUSINESS NAME

STREET ADDRESS (REQUIRED)

CITY, STATE, ZIP

POST OFFICE BOX

CITY, STATE, ZIP (FOR PO BOX)

COUNTY

BUSINESS TELEPHONE

FAX NUMBER

E-MAIL ADDRESS

GENERAL INFORMATION

Are you currently or previously been licensed or certified as a real estate appraiser in Tennessee or any other state? Yes ☐ No ☐ If yes, please complete below:

Type of License/Certificate	License/Certificate Number	State	Date Issued	Date Expires
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RESIDENCE HISTORY

List all places of residence during the past 5 years:

Street address (required)	City, State, Zip	Dates (from/to)
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Street Address (required)	City, State, Zip	Dates (from/to)
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EMPLOYMENT HISTORY

Are you presently employed: Yes ☐ No ☐

Please list all employment during the past 5 years (list current employer first):

Business Name	Business Name	Business Name
Street Address	Street Address	Street Address
City, State, Zip	City, State, Zip	City, State, Zip
Position	Position	Position
Employment Dates	Employment Dates	Employment Dates

EDUCATION HISTORY

☐ High School Diploma ☐ General Education Diploma ☐ Certificate of Attendance

Name and Location of Institution	Completion Date
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College Graduate: Yes ☐ No ☐ If yes, indicate type of degree

☐ Associate's Degree
☐ Bachelor's Degree
☐ Master's Degree

Degree Title

Date Awarded

Name and Address of College or University

APPRAISAL EDUCATION LOG

List below all additional courses which you wish to be considered for your education credit. Effective July 1, 1994, all courses must be taken through an approved education provider. Qualifying education must fall within the categories listed below. Each course claimed must consist of a minimum of fifteen (15) classroom hours with a successfully completed examination unless the applicant obtained credit from the course provider by challenge examination without attending the courses. Any challenge course credit must have been granted by the course provider prior to July 1, 1990.

Copies of certificates or other proof of successful completion must be submitted. Instate applicants or applicants from a non-reciprocal jurisdiction who attended courses not pre-approved by the Commission should submit a brief synopsis from the provider, copy of the text outline, etc. to show general content of the course(s).

Date	Course Title	Course Content	Provider	Location	Attend/ Challenge	Number Hours
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BASIC REAL ESTATE APPRAISAL PRINCIPLES AND PRACTICES

APPLIED RESIDENTIAL APPRAISAL OR RESIDENTIAL APPRAISAL CASE STUDIES

INCOME PROPERTY APPRAISAL PRINCIPLES AND METHODOLOGY

APPLIED INCOME PROPERTY APPRAISAL OR INCOME PROPERTY APPRAISAL CASE STUDIES

UNIFORM STANDARDS OF PROFESSIONAL APPRAISAL PRACTICE

TOTAL EDUCATION HOURS CLAIMED _____

CHARACTER INFORMATION

IF ANY OF THESE QUESTIONS ARE ANSWERED YES, PLEASE EXPLAIN IN A SUPPLEMENTAL WRITTEN STATEMENT.

Have you ever been denied an appraiser license or certificate or had an appraiser license or certificate or professional license of any type disciplined in Tennessee or elsewhere? This would include a suspension, revocation, or voluntary surrender of a license or certificate.

Yes ☐

No ☐

Are there currently formal administrative charges and/or disciplinary complaints pending against you in connection with any appraiser or other professional license that you hold?

Yes ☐

No ☐

Have you ever been convicted of, pled guilty, or pled no contest to any criminal offense, or is there any criminal charge now pending against you?

Yes ☐

No ☐

Has any final administrative order, or judgment or decree of court been entered against you in which you were charged in the petition, complaint, declaration, answer, counterclaim or other pleading with any fraudulent or dishonest dealing?

Yes ☐

No ☐

PERSONS WHO ANSWER "YES" TO ANY OF THE QUESTIONS WILL NOT BE AUTOMATICALLY DISQUALIFIED FOR REGISTRATION, LICENSURE OR CERTIFICATION; HOWEVER, THE APPLICANT MAY BE REQUIRED TO APPEAR BEFORE THE COMMISSION TO EXPLAIN HIS/HER ANSWER(S) TO THE QUESTIONS(S), AND WILL BE REQUIRED TO SUBMIT A SUPPLEMENTAL STATEMENT WHICH PROVIDES ADDITIONAL INFORMATION AND DOCUMENTATION REGARDING SUCH ANSWERS. IF YOU ANSWERED "YES" TO QUESTION NUMBER 3, YOU ARE REQUIRED TO PROVIDE CERTIFIED COPIES OF THE COURT DOCUMENTS IN ALL SUCH CASES. IF YOU ANSWERED "YES" TO QUESTION NUMBERS 1, 2 OR 4, YOU ARE REQUIRED TO PROVIDE IN WRITING THE FOLLOWING, WHERE APPLICABLE:

- 1. A COMPLETE LISTING OF ALL DISCIPLINARY SANCTIONS IMPOSED AGAINST ALL OF YOUR APPRAISER AND OTHER PROFESSIONAL LICENSES ALONG WITH THE DATES SUCH DISCIPLINE WAS IMPOSED;*
- 2. TRUE AND CORRECT COPIES OF ALL SUCH DISCIPLINARY SANCTIONS, AND FORMAL ADMINISTRATIVE CHARGES AND DISCIPLINARY COMPLAINTS WHICH ARE PENDING IN CONNECTION WITH ANY APPRAISER OR OTHER PROFESSIONAL LICENSE THAT YOU HOLD; AND*
- 3. TRUE AND CORRECT COPIES OF ALL FINAL ADMINISTRATIVE ORDERS, OR JUDGEMENTS, OR DECREES OF COURT ENTERED AGAINST YOU WHERE YOU WERE CHARGED IN THE PETITION, COMPLAINT, DECLARATION, ANSWER, COUNTERCLAIM OR OTHER PLEADING WITH ANY FRAUDULENT OR DISHONEST DEALING.*

AFFIDAVIT

I have fully read and understand this application and the information given herein is true, correct and complete to the best of my knowledge. I agree to provide the Commission complete copies of any and all documents upon which any "yes" answer is based. If so requested by the Tennessee Real Estate Commission, I will furnish all additional information or documentation as may be deemed necessary for the verification of the information given here, and in my supplemental statement. I acknowledge that this application may be disapproved for cause and that any registration, license or certification that I may obtain may be revoked for supplying false, incomplete or misleading information to the Commission. I agree to comply with the standards set forth in T.C.A, Title 62, Chapter 39, and I understand that violations of this chapter and the rules of the Tennessee Real Estate Appraiser Commission shall be grounds for disciplinary proceedings against me.

For applicants for registration as a trainee: I fully understand that this registration does not entitle me to a license or certificate, and all reports must be signed by my sponsor.

Signature of Applicant

Printed Name of Applicant

Date

State of _____

County of _____

Sworn to and subscribed before me this the _____ day of _____, _____.

Notary Public

Date

My Commission Expires: _____

RECIPROCAL APPLICATION

Please use the four-page application shown under License/Certification Application.

The application must be fully completed. The education information must be provided. In addition, you must submit a "Letter of Good Standing" from your resident state. Also, the Consent to Jurisdiction form must be signed and notarized. Listed below are the states with which Tennessee has a reciprocal or endorsement (each state accepts applicants from other state even though no formal written agreement in effect) agreement. You may not reciprocate from a state other than your resident state. Additional information may be requested.

Please submit the application along with a \$525 check payable to the State of Tennessee. This covers the \$125 application fee, \$350 licensing/certification fee, and \$50 Federal Registry fee for a two-year period; thereafter, renewal fees will be \$400 every 2 years.

You will be issued a license/certificate as soon as possible after receiving a completed application.

If you should have any questions, please contact the Real Estate Appraiser Commission office.

Reciprocal				Endorsement
Alabama	Hawaii	Nebraska	Oklahoma	Alaska
Arizona	Kansas	N. Hampshire	Oregon	Colorado
Arkansas	Kentucky	New Jersey	S. Carolina	Delaware
California	Maine	New York	South Dakota	Nevada
Connecticut	Mississippi	North Carolina	Texas	Vermont
Georgia	Missouri	North Dakota	Washington	Virginia
Guam	Montana	Ohio	West Virginia	

APPLICATION INSTRUCTION GUIDE

(Revised 10/2003)

Please read the entire set of instructions prior to completing the application.

You must complete and file the entire application with the Tennessee Real Estate Appraiser Commission to become licensed or certified as a real estate appraiser in Tennessee. All persons actively engaged in the appraising of real estate must be licensed or certified.

Please type or print legibly in ink. All sections of the application must be completed; incomplete applications will not be processed.

I. DESIGNATIONS

Place an "X" clearly within the block beside the license/certificate level for which you are applying. Also, please mark "reciprocal."

A. A state licensed appraiser may perform appraisals of all properties with a transaction value of up to two hundred fifty thousand dollars (\$250,000) and noncomplex residential properties with a transaction value of up to, but not including, one million dollars (\$1,000,000).

B. A state certified residential appraiser shall be authorized to appraise all properties that a state licensed appraiser may appraise and also all residential real property consisting of one (1) to four (4) units.

C. A state certified general appraiser shall have no transaction value limits on his appraisal practice.

II. PERSONAL INFORMATION

Print or type your full name. "X" in "Mr." or "Ms." Please complete all other applicable areas on the front page of the application.

On the second page of the application, include only information regarding a real estate appraiser license or certificate currently held in Tennessee or from another state. Do not include information regarding any other licensed profession.

III. RESIDENCE AND EMPLOYMENT INFORMATION

List your current residence and employer first. If additional space is needed, you may use a blank sheet of paper and attach it to the application. Place your name and business address on any additional sheets submitted.

IV. GENERAL EDUCATIONAL BACKGROUND

List the high school and date of graduation. If you have attended college or earned a degree, please fully complete the section even though a degree is not a requirement for a license or certificate

V. APPRAISAL EDUCATION

Completing the Education Log

1. List the month and year in which the course was taken.
2. List the course titles exactly as listed by the provider.
3. The location is city and state in which the course was provided.
4. The sponsor/provider of the course must be listed. All classes must have been successfully completed. **DO NOT LIST ANY COURSES WHICH WERE NOT SUCCESSFULLY COMPLETED.**
5. If classes were attended and examinations successfully completed, indicate by "attend" in the appropriate column. If a course was challenged and passed by examination without attending the course, indicate by the word "challenge."
6. The number of hours must be listed and totaled at the bottom of the log.

VI. CHARACTER

- A. All questions must be answered with an "X" in the appropriate block.
- B. Use a separate sheet to explain any "yes" answers to the questions. Place your name and business address on that separate sheet of paper.
- C. Persons who answer "yes" to any of the questions will not be automatically disqualified for licensure; however, the applicant may be required to appear before the Commission to explain his/her answer to the question or provide additional information regarding the situation.
- D. If you answered "yes" to Question No. 3, you will be required to provide a certified copy of the court documents in that particular action.

VII. AFFIDAVIT

Please read carefully and sign before a notary public.

VIII. APPLICATION FEE

- A. A nonrefundable application fee for either level of license/certificate is one hundred dollars (\$125). The licensure/certification fee is three hundred fifty dollars (\$350), and the federal registry fee is fifty dollars (\$50). A licensee fee must also accompany the application for a total of five hundred twenty-five dollars (\$525).
- B. Payment must be by bank check, certified check, or money order payable to the State of Tennessee. Do not send cash.

IX. LICENSURE INFORMATION

A. Renewal

1. Licenses/Certificates shall expire two (2) years following the date of issuance.

2. Renewal fees shall be three hundred fifty (\$350) plus fifty dollars (\$50) for Federal Registry.
3. A copy of the license/certificate from the resident state and a notarized statement must be submitted.
4. Renewals not submitted within thirty (30) days of the expiration date will require a \$100 late fee.
5. Appropriate continuing education is required.

B. Appraiser Rules

1. Upon licensure/certification, a complete set of laws and rules will be sent to you.
2. Failure to abide by all laws and rules will be grounds for disciplinary action.

X. DENIAL OF LICENSE OR CERTIFICATE

An applicant denied a license or certificate shall be notified in writing by the Commission of such denial and the reasons therefor. Such applicant may request an informal conference with the Commission to reconsider such denial at its next scheduled meeting. Such request must be sent to the Commission office within thirty (30) days of the date of the notice of denial.

Nothing in this rule shall be construed as creating the right to a contested case proceeding (as defined by the Tennessee Administrative Procedures Act, Tennessee Code Annotated, Title 4, Chapter 5) if a license or certificate is denied an applicant. (Tennessee Real Estate Appraiser Commission Rule 1255-1-.10).

CONSENT TO JURISDICTION

The undersigned applicant, _____,

(applicant's name)

pursuant to his/her application to be licensed or certified by the State of Tennessee as part of his/her application for a license or certificate, does hereby irrevocably consent that suit may be commenced against him/her within the State of Tennessee for any course of action arising against him/her growing out of his/her acts or omissions as a real estate appraiser licensee within the State of Tennessee, For this purpose the said _____ does hereby irrevocably constitute as his/her

(applicant's name)

agent for the acceptance of service of process, the Administrative Director of the Tennessee Real Estate Appraiser Commission and/or the Secretary of State of Tennessee, and hereby agrees and consents that suit may be commenced against said _____

(applicant's name)

in any county in the State of Tennessee in which said cause of action may arise or in which plaintiff resides by service of process.

Signature of Applicant

STATE OF _____

COUNTY OF _____

On this _____ day of _____, 20____, personally appeared
_____,

Who acknowledged that he/she signed the above instrument for the purpose contained herein.

Witness my hand and seal, this date, at _____

Notary Public

My Commission Expires: _____